

# CLALLAM CONSERVATION DISTRICT

## JOB DESCRIPTION

### Engineering Technician

<b>SALARY RANGE and BENEFITS:</b>	\$33,300 - \$42,588 annually based on 40-hour week Ten paid holidays, sick and annual leave, health insurance, and State retirement.	<b>HOURS:</b>	Full-time (40 hours per week)
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**BACKGROUND:** Clallam Conservation District is a political subdivision of State government. The District was established in 1959 to assist land users in Clallam County with renewable resource conservation. The Conservation District works closely with the USDA Natural Resources Conservation Service.

#### **GENERAL JOB DESCRIPTION:**

Under minimal supervision the Engineering Technician assists the District Manager, Conservation Districts Cluster Engineer, Conservation Planners, NRCS personnel, contract engineers, project partners, land users, and contractors to plan, design and implement irrigation water conservation, stormwater management and other natural resource conservation practices and projects.

Funding for this position is subject to availability of state and local government grants and contracts. The person hired for this position is directly responsible to the District Manager, and works under the technical supervision of NRCS personnel and the Conservation Districts Cluster Engineer.

#### **MINIMUM QUALIFICATIONS:**

Applicant must demonstrate the ability to perform the job functions listed below. A minimum of an AS degree, preferably in engineering, construction management or a closely related field is required. An undergraduate degree in civil or environmental engineering is desired. Experience involving the job functions listed below may be substituted year for year for education.

#### **ESSENTIAL JOB FUNCTIONS:**

- A. Perform resource inventories and evaluations, including use of Global Positioning Systems (GPS) equipment to collect spatial data and produce maps; conduct topographic surveys and assemble data needed for the evaluation, design and implementation of irrigation water conservation and stormwater management practices.
- B. Design irrigation water conservation systems, including but not limited to pipelines, reservoirs, and on-farm irrigation application systems, and develop irrigation water management plans.
- C. Plan and design stormwater management practices.
- D. Provide land users with information and technical assistance in planning and implementing conservation projects. Technical assistance may involve field work using basic surveying equipment, GPS equipment, computing and plotting engineering notes, preparing field sketches and drawings, creating, modifying or adjusting standard NRCS designs, preparing permit applications and helping to secure funding for conservation practice implementation.
- E. Assist professional engineers in preparing preliminary designs, final designs, construction drawings, construction specifications, as-built drawings, and operation and maintenance plans for conservation projects. Incumbent will prepare maps and drawings using Geographic Information Systems (GIS) and Computer Assisted Drafting (CAD) equipment and software, lay out work for construction, inspect work under construction, and provide necessary interpretations of the drawings and specifications needed to determine

conformance with designs and adherence to plans and specifications, and ensure compliance with all applicable permits.

- F. Prepare and assemble project applications and supporting information in accordance with grant guidelines and requirements.
- G. Identify supplies, materials, and permits needed to complete projects.
- H. Design and coordinate implementation of monitoring efforts, including water quality and water quantity monitoring.
- I. Serve as an incidental motor vehicle operator, requiring operation of a motor vehicle on both public and private roads during daylight and occasionally after dark. A valid WA State driver's license is required. Reliable personal transportation is required.
- J. Maintain a daily log, track task performance and prepare monthly reports, and assist with the preparation of quarterly project reports and project budgets.
- K. Properly use and maintain Conservation District and NRCS equipment and supplies, and comply with applicable safety procedures.

**SECONDARY JOB FUNCTIONS:**

- A. Assist in planning and implementing outreach and education programs including educational materials. This may involve the development and delivery of brochures, PowerPoint presentations, newspaper and newsletter articles, etc., and may require attendance at evening or weekend events.
- B. Contact landowners and other resource managers to promote conservation and restoration programs.
- C. Prepare grant proposals and budgets for new and on-going district programs.
- D. Monitor project-specific budgets, including tracking expenses and matching funds.
- E. Attend monthly Conservation District board meetings, and other local, area and state meetings as needed. Attend training sessions and workshops related to skills development. This may involve attendance at evening or weekend meetings.

**NOTE:** *These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

**ESSENTIAL KNOWLEDGE, SKILLS and ABILITIES:**

- A. Basic knowledge of hydrology, geology, soils and soil bioengineering.
- B. Basic engineering knowledge and skills, including skills in computing area, volume, slope, runoff, head, pressure, friction loss, and other variables necessary for evaluating and designing irrigation systems and stormwater management practices.
- C. Knowledge and skill in topographic surveying.
- D. Competency in the use of AutoCAD LT and ArcView GIS software and other computer applications, including Microsoft Office.

**DESIRED KNOWLEDGE, SKILLS and ABILITIES:**

- A. Knowledge of federal and state statutes and programs regarding the Endangered Species Act, the Clean Water Act, and applicable state laws and local ordinances.
- B. Knowledge of NRCS conservation planning principles and standards, and familiarity with the NRCS Field Office Technical Guide.
- C. Ability to communicate complex issues, verbally and in writing, to others in formal and informal settings and to motivate individuals to adopt and implement resource conservation and restoration practices.
- D. Ability to work in the field in varied terrain and in adverse weather conditions.
- E. Ability to work closely with others in a public office environment.
- F. Ability to organize, plan, prioritize, and manage multiple tasks under minimal supervision and maintain accurate records regarding time-keeping and authorized expenses.

**NOTE:** *This position requires a combination of office and fieldwork. Office duties include use of computer equipment, audio visual aids, transport, and assembly of display material. Fieldwork may involve occasional walking in rough or uneven terrain and carrying equipment. As required to properly carry out assigned duties, the applicant must possess or obtain a valid Washington drivers license and have reliable transportation*

**TRAINING AND PERFORMANCE EVALUATION:**

The measurement of success is the completion of project plans and designs and the implementation of conservation practices and restoration projects that may conserve water, improve water quality, enhance wildlife habitat, and meet all necessary requirements for standards and specifications. This person shall become knowledgeable of the funding contract(s) work tasks and perform them under the direction and guidance of the District Manager and under technical supervision of the NRCS District Conservationist. Performance standards will be developed as needed to assist in evaluating work abilities, and work products.

The person in this position will be evaluated in accordance with the State Conservation Commission Guidelines. These guidelines include a six month period of probation and thereafter, at a minimum, evaluations annually. Performance evaluations are designed to aid communications between supervisors and employees, clarify duties and responsibilities. They are intended to assist in the personal development of employees and to strengthen their performance through the development of an employee-training plan. Evaluations will be used to substantiate recommendations for promotions, salary increases, and dismissals.

**NOTE:** *This job description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the job change.*

**APPLICATION PROCEDURE:**

Interested persons should submit a letter of application briefly addressing their qualifications for this position, a current resume, and the names, addresses and phone numbers of at least three references to:

Clallam Conservation District  
111 East Third Street, #2A  
Port Angeles, WA 98362

**All materials must be received no later than 5:00 p.m. on October 20, 2004.**